GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

MA & UD Dept – Constitution of Ward Secretariats in all the Urban Local Bodies in the state – Recruitment of Ward Secretaries – Further Orders- Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.Rt.No.523 Dated:21.08.2019

Read the following:

1. G.O. Ms. No. 217 MA & UD Dept., dt. 20.07.2019
2. Government Memo.No.915284/UBS/2019, dt. 26.07.2019.
3. From the CDMA, e-file Computer No.944513, dt: 25.07.2019.
4. Govt. Memo. No.934662/UBS/2019, dt.26.07.2019.

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O R D E R:

In the GO 1st read above, orders were issued for constitution of Ward Secretariats in all the Urban Local Bodies in the State of Andhra Pradesh duly prescribing certain guidelines for formulation of functionaries.

2. In the Govt. Memo. 2nd read above, orders were issued authorising the Commissioner and Director of Municipal Administration., AP., Guntur to take up the recruitment process immediately, in respect of Ward Secretaries in all ULBs in the State

3. In the reference 3rd read above, the Commissioner and Director of Municipal Administration., AP., Guntur has stated that it has proposed to establish 3786 Ward Secretariats in all the 110 Urban Local Bodies @ One per an average population of 4000 people, appointing 37860 permanent Government employees as Ward Secretaries. Out of 37860 employees required for this purpose, 2434 employees are available in different categories in 110 ULBs fit to be posted as Ward Secretaries and the remaining 35,426 posts to be filled up by way of direct recruitment by different line departments so as to position them on *2nd October, 2019* and after having detailed discussions in the high level coordination meetings held on 22.07.2019 by the Chief Secretary and on 24.07.2019 by the Principal Advisor to Hon'ble CM, it was decided to recruit them by issuing individual notifications by each line department, for direct recruitment by creating 35,426 No. of posts, so as to place them in the 3786 Ward Secretariats @ 10 Ward Secretaries in each Ward Secretariat.

4. Accordingly, the Commissioner and Director of Municipal Administration., AP., Guntur has a detailed proposal requesting the Government to issue necessary orders in the matter.

5. Government after careful examination of the proposal submitted by the Commissioner and Director of Municipal Administration., AP., Guntur and in partial modification of the orders issued in the G.O 1st cited, hereby constitute 11 more Ward Secretariats in addition to the 3775 Ward Secretariats ordered for formation earlier, put together 3786 Ward Secretariats.

6. Government also hereby order for creation of (37,860) posts of Ward Secretaries @ 10 Ward Secretaries in each Ward Secretariat in the scale of pay of Rs.14600-44870 except Ward Administrative Secretary. The Scale of pay of Ward Administrative Secretary who is the Team Leader and Co-ordinator shall be Rs. 15030-47330 and to be filled up by way of direct recruitment from open market under Ward Secretariat system in all the Urban Local Bodies in the State. The details of Ward Secretaries are as follows:

Sl. No.	Name of the Post	Brief Roles & Responsibilities	Department concerned	Educational qualification	No. of existing employees identified by the Dept	No of posts to be recruited after deducting the existing employees
01	Ward Administrative Secretary	General Administration, Coordination, Grievance Redressal, Public Feedback, Collection of Municipal Revenues etc.,	MAUD	Any Graduate	479	3307
02	Ward Amenities Secretary (Grade-II)	Water Supply, Civic amenities, Roads, Drains, Culverts, Burial Grounds etc.,	MAUD	Polytechnic Diploma in Civil/Mechanical Engineering or above	185	3601
03	Ward Sanitation & Environment Secretary (Grade-II)	Solid & Liquid Waste Management, Environment Protection, Animal Welfare etc.,	MAUD	Any Graduate in Sciences or Environmental engineering and above	138	3648
04	Ward Education & Data processing Secretary	Municipal Education, AmmaVodi, Scholarships, Fee Reimbursement,	MAUD	Any Graduate in computer science	0	3786

		Vital Statistics, Culture, Festivals, Issuance of Certificates, Data processing, digital activities, Other Municipal functions etc.,				
05	Ward Planning & Regulation Secretary (Grade-II)	Urban & Town Planning, Land-use, Urban Housing, Fire, Urban Forestry, Water Conservation etc.,	MAUD	Polytechnic Diploma in Civil Engineering/L.A.A or B.Arch/B. Plng or above	16	3770
06	Ward Welfare & Development Secretary	SC, ST, BC, Minority etc., Yuvatha-Upadhi, Urban Poverty Alleviation, YSR Cheyutha, YSR Asara, YSR Pension Kanuka etc.,	MAUD	A Graduate in Arts and humanities and above	0	3786
07	Ward Energy Secretary	Street Lighting, Power Supply, Power Subsidy etc.,	Energy	(i) SSC/10th Class from a recognized Board and (ii) ITI qualification in Electrical Trade or Wireman Trade or Intermediate Vocational Course in Electrical Domestic Appliances and Rewinding (EDAR)/Electrical Wiring & Contracting (EWC)/Electrical Wiring and Servicing of Electrical Appliances	0	3786

				(EW & SEA) from a recognized Institution /Board		
08	Ward Health Secretary	Public Health, Registration of Births & Deaths, YSR Arogyasri, YSR Bhima, ICDS etc.,	Medical & Health	Nursing/ Pharma D and above.	0	3786
09	Ward Revenue Secretary	Land Administration, Revenue Functions, Civil Supplies, Disaster Management etc.,	Revenue	(a)Must have passed Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh or its equivalent examination as prescribed from time to time in sub-rule 2 of rule- 12 of the Andhra Pradesh State and Subordinate Service Rules, 1996 *(b) Must have obtained National Council of Vocational Training Certificate in Draughtsman (Civil) Trade (two years) Course with Surveying as one of the subjects in any Industrial	1616	2170

				Training Institute recognized by the Government of India. Candidates with higher qualification in the same trade/course are also eligible to apply		
10	Ward Women & Weaker Sections Protection Secretary	Law & Order, Atrocities against women and weaker sections related services, Prohibition of Liquor etc.,	Home	Any Graduate	0	3786
	Total				**2434**	**35426**

7. Government hereby permit the Commissioner and Director of Municipal Administration., AP., Guntur to notify / fillup the posts of Ward Secretaries mentioned at Sl.Nos.(1) to (6) in the above table. The remaining posts shall be notified by the line departments viz., Energy, Medical & Health, Revenue and Home Departments by following the directions / instructions:

(a) the newly recruited employees will be suitably fitted for providing promotional avenues in the existing level of grades available in the respective Service Rules. The 1st, 2nd and 3rd level promotion posts, will be re-structured by creating suitable number of posts in the regular line, since the promotion is the ultimate motivating factor for any employee.

(b) ***Uniformity in the Pay Scales and Promotion avenues***: The Scale of pay of all the Ward Secretaries except Ward Administrative Secretary is Rs.14600-44870, the scale of pay of the Ward Administrative Secretary is Rs. 15460-47330, who is the Team Leader and Co-ordinator. The promotional avenues of the Ward Secretaries so recruited will be as follows:

Sl. NO	**Initial appointment category**	**Scale of Pay**	**First level promotion category**	**Scale of Pay**	**Second level promotion category**	**Scale of Pay**	**Third level promotion category**

1	Ward Administrative Secretary	15030-46060	Junior Assistant (**regular line**)	16400-49870	Senior Assistant	22460-66330	Will continue in regular line
2	Ward Amenities Secretary (Grade-II)	14600-44870	Ward Amenities Secretary (Gr-I)	15460-47330	Amenities Work Inspector, Gr-II	16400-49870	Amenities Work Inspector in **regular line** with scale of pay of Rs.21230-63010
3	Ward Sanitation & Environment Secretary (Grade-II)	14600-44870	Ward Sanitation & Environment Secretary(Gr-I)	15460-47330	Health and Sanitation Assistant, Gr-II	16400-49870	Health and Sanitation Assistant in **regular line** with scale of pay of Rs.21230-63010
4	Ward Education & Data processing Secretary	14600-44870	Ward Administrative Secretary	15460-47330	Junior Assistant (**regular line**)	16400-49870	Senior Assistant with scale of pay 22460-66330
5	Ward Planning & Regulation Secretary (Grade-II)	14600-44870	Ward Planning & Regulation Secretary, Gr-I	15460-47330	TPBO, Grade-II	16400-49870	TPBO Grade-I in **regular line** with scale of pay 22460-66330
6	Ward Welfare & Development Secretary (Grade-II)	14600-44870	Ward Welfare & Development Secretary, Gr-I	15460-47330	Assistant Project Officer (**regular line**)	16400-49870	Town Project Officer, Grade-III

(c) Service Rules amendments: Necessary Amendments to the existing service rules in respect of the above category of posts will be issued separately.

(d) Relaxation for in-service candidates: The concerned line departments will provide relaxations for in-service candidates in terms of weight age in marks and relaxation in age if necessary in consultation with advisory

department and from the competent authority. The recruitment for in service candidate must fulfil the following norms:-

- An age relaxation for a maximum of 5 years basing on the length of service.
- Certain percentage of marks as weightage to the existing outsourcing / contract employees in the departments, who fulfil following norms:-

  i. Recruitment was been done following due process.
  ii. Qualification criteria has been met without any relaxation
  iii. Rule of reservation has been followed
  iv. Local/Non-local norms have been followed

(e)Individual Department-wise Notification:

Notifications in respect of posts at Sl. No. (7), (8), (9) and (10) will be issued by Energy, Medical & Health, Revenue and Home Departments respectively. The notification in respect of the posts at Sl. No. (1) to (6) will be issued by Commissioner & Director of Municipal Administration

(f) Recruitment: The recruitment of posts shall be done through **State Selection Committee** on the lines of **District Selection Committee,** with the following members to undertake recruitment process at State level-

State Selection Committee for MA & UD Department:-

1) Commissioner & Director, Municipal Administratin - Chairman
2) Additional Director, Municipal Administration - Member-Convenor
3) Engineer-in-Chief, Public Health - Member
4) Director, Town & Country Planning - Member
5) Mission Director, MEPMA - Member

The ***Roles and Responsibilities*** of the State Selection Committee is as follows:-

- Issue of notification
- Receiving applications
- Preparation of nominal rolls
- Finalization of examination centres
- Allotment of candidates to examination centres
- Generation of Hall Tickets
- Conduct of examination
- Declaration of result
- Preparation of merit list for various categories
- Selected list along with seniority as per merit cum roster
- Forwarding of selected seniority list to the appointing authorities
- Overseeing the issuance of appointment orders by the appointing authorities.
- To appoint sub-committees, wherever necessary
- And all other related matters

(g) Conduct of Examination:

- The Commissioner & Director of Municipal Administration and Commissioner, PR & RD will act as Coordinators for the entire recruitment process.
- the examination will be conducted in Off-line mode with OMR Sheets, keeping in view of the expected turn-out of about 20 lakh candidates for all the examinations put together. It would also facilitate the candidates to have requisite preparation time.
- The CPRRD will call RFP and fix agency for printing and scanning of OMR Sheets, question papers and other related matters.
- To utilise the services of SCERT for preparation of General Studies Paper (Part-A & B) for general posts and general knowledge paper (Part-A) for Technical Posts.
- To utilise the services of RCUES (Regional Centre for Urban & Environmental Services, GOI, Hyderabad) for setting up the question paper for Technical Posts, duly adhering to absolute confidentiality & integrity.
- In addition to the above two agencies, the CDMA is permitted to engage other Governmental agencies for preparation of Question Papers while maintaining confidentiality.
- The APCFSS (which is fully owned company by Government of AP) will be engaged as Technical partner for online services in the entire recruitment process.
- the following are the concessions on fee for conduct of examination:-

Candidates Category	Application Processing Fee (In Rs)	Examination Fee (In Rs.)	Total Fee (In Rs.)
General Candidates	200	200	400
Reserved Categories i.e., SC/ST/BC/DA	200	Exempted	200

(h) Syllabus:-

(i) The posts now being notified are both general and technical in nature. The examination for general posts will be held in the forenoon session and for the technical posts in the Afternoon session.

a. General posts, the examination will be conducted in two Pars i.e.,Part-A - 75 questions, 75 marks, Part-B - 75 questions, 75 marks. Total 150 marks with 2 hours 30 minutes duration.

b. Technical Posts, Part-A General Knowledge-50 Questions, 50 marks, Part-B Subject Knowledge - 100 questions, 100 marks.

(ii) The Syllabus for the examination of general posts:-

SYLLABUS For General posts

(Objective Type)

(In respect of the posts of Ward Administrative Secretary, Ward Revenue Secretary and Ward Women & Weaker Sections Protection Secretary)

TOTAL DURATION: 2 Hours 30 Minutes TOTAL MARKS : 150

Subject	No of Questions	Maximum Marks
Part-A:- 1. General Mental ability and reasoning 2. Quantitative aptitude including data interpretation 3. Comprehension – Telugu & English 4. General English 5. Basic Computer knowledge 6. Current affairs of regional, national and International importance. 7. General Science and its applications to the day to day life, Contemporary developments in Science and Technology and information Technology 8. Sustainable Development and Environmental Protection	75	75
PART-B:- 1. History & Culture of India with specific focus on AP 2. Indian polity and governance: constitutional issues, 73/74th Amendments, public policy, reforms and center – state relations with specific reference to Andhra Pradesh 3. Economy and Planning in India with emphasis on Andhra Pradesh. 4. Society, social justice, rights issues 5. Physical geography of Indian sub-continent and Andhra Pradesh 6. Bifurcation of Andhra Pradesh and its	75	75.

Administrative, Economic, Social, Cultural, Political and Legal implications/problems. 7. Key welfare & development schemes of Government of Andhra Pradesh 8. Women empowerment and economic development through Self Help Groups / Community Based Organizations with focus on weaker sections		

c. The Syllabus for the examination of Technical Posts:-

SYLLABUS For Technical posts
(Objective Type)
(In respect of posts of Ward Amenities Secretary, Ward Sanitation & Environment Secretary, Ward Education & Data Processing Secretary, Ward Planning & Regulation Secretary, Ward Welfare & Development Secretary, Ward Energy Secretary and Ward Health Secretary)

TOTAL DURATION: 2 Hours 30 Minutes TOTAL MARKS : 150

PART- A:-	No of Questions	No of Marks
1. General Mental ability and reasoning 2. Quantitative aptitude including data interpretation 3. General English 4. Current affairs of regional, national and International importance. 5. General Science and its applications to the day to day life, Contemporary developments in Science and Technology and information Technology 6. History & Culture of India with specific focus on AP 7. Indian polity and governance: constitutional issues, 73/74th Amendments, public policy, reforms and center – state relations with specific reference to Andhra Pradesh. 8. Society, social justice, rights issues 9. Physical geography of Indian sub-continent and Andhra Pradesh. 10. Key welfare & development schemes of Government of Andhra Pradesh	50	50.

PART-B		
For the post of Ward Amenities Secretary: 1. Surveying-1 2. Engineering mechanics 3. Strength of Materials and Theory of Structures 4. Surveying -2 5. Constructions Materials 6. Reinforced concrete Structures 7. Quantify surveying 8. Transportation Engineering 9. Construction Practice 10. Construction Technology & Project Management	100	100
For the post of Ward Sanitation & Environment Secretary:- 1.Life sciences 2. Bio-chemistry 3. Micro-biology 4. Environmental Engineering 5. Solid Waste Management 6. Liquid Waste Management	100	100
For the post of Ward Education & Data Processing Secretary:- 1. Education 2. Psychology 2. Computer Science 3. Communication	100	100
For the post of Ward Planning & Regulation Secretary :- 1.Socio Economic Data 2. Town Planning 3. Master Plan and Zoning regulations 4. Redevelopment of slums&Urban Housing 5. Urban forestry 6. Water conservation 7. Alternative energy in buildings 8. NBC (National Building Code) 9. Traffic & Transportation	100	100
For the post of Ward Welfare & Development Secretary:- 1. Sociology 2. Anthropology 3. Social Work	100	100

4. Urban Development 5. Community based organizations 6. Poverty Alleviation 7. Economic Planning.		
For the Posts of Ward Energy Secretary and Ward Health Secretary The Subjects will be decided by the respective Departments.	100	100.

(i) Arrangements for conduct of Examinations:

- The Commissioner and Director of Municipal Administration., AP., Guntur is directed :

  a. to instruct all the District Collectors to urgently identify the examination centres upto Mandal level in the district having proper facilities like Power, furniture, drinking water, toilets etc., and intimate the capacity of the centres to accommodate about 20 lakhs candidates.

  b. to address the DGP and CP/SPs to provide adequate security during the transportation of OMR Sheets/question papers (both before & after the exam), strong rooms for storage of sensitive material, conduct exam, scanning and processing of results and such other occasions as desired by CPRRD or District collectors.

  c. to issue instructions to the concerned for installation of CC TVs in all the examination centres and connect them to the Control Rooms established at District and State Levels.

  d. to issue instructions to the concerned District Collector for appointment of personnel for invigilation

(j) Indicative Timelines:

The Activity-wise timeline:-

ACTIVITY	TIMELINE
Issue of Notification	27th July, 2019
Receipt of Applications	27th July, 2019 to 10th August, 2019
Notifying the Examination Centres	By 16th August, 2019
Hall Ticket generation	By 20th August, 2019
Date of Examination	1st week of September, 2019
Initial Key Publication	On the evening of Examination day
Scanning of OMR Sheets	By 15th September, 2019

Publication of Results	By 21st September, 2019
Facility to upload certificates by Qualifying Candidates	By 23rd September, 2019
Verification of Certificates of selected candidates	23rd to 25th September, 2019
Issue of Appointment Orders at ULB by the Appointing Authorities i.e., Regional Director of Municipal Administration, Superintending Engineers (Public Health) & Regional Deputy Director of T&C Planning.	27th and 28thSeptember, 2019
Positioning of Ward Secretaries in the Ward Secretariats	2nd October, 2019

(k) ***State level PMU***: The Commissioner and Director of Municipal Administration., AP., Guntur is directed to constitute a Program Management Unit in the office of the CDMA consisting of Ten (10) members for 10 specializations for preparation of training material, conduct of training, preparation of job chart, evolving monitoring mechanism, etc.

7. The Commissioner and Director of Municipal Administration., AP., Guntur shall take further action in the matter.

8. This is in furtherance and in ratification of the Government Memo No.934662/UBS/2019 dated:26.07.2019 in the reference 4th read above.

9. This orders issues with the concurrence of Finance Department vide their U.O.No.FIN01-FMU0ASD/214/2019-FMU-EFS-MAUD (944896), dated 26.07.2019.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.SYAMALA RAO
SECRETARY TO GOVERNMENT

To
The Commissioner and Director of Municipal Administration., AP., Guntur.
Copy to:
The Energy Department, A.P. Secretariat, Velagapudi.
The HM&FW Department, A.P. Secretariat, Velagapudi
The Revenue Department, A.P. Secretariat, Velagapudi
The Home Department, A.P. Secretariat, Velagapudi
The Finance Department, A.P. Secretariat, Velagapudi
The PS to Addl. Secy to CM
The OSD to M(MA)
PS to Secy. to Govt., MA&UD
Sf/Sc.

//FORWARDED BY ORDER//

RESEARCH OFFICER